



Georgia Department of Revenue

Job Announcement: 02-12

Division Name: Compliance Division

Position Information Summary

Job Code:	41435	Job Name:	Our-of-State Auditor (PS: Auditor/Examiner (AL))
Position Number:	Multiple	Expected Hiring Range:	\$60,000.00 to \$80,000.00
Division:	Compliance Division	Location:	Multiple
Opening Date:	4/14/2011	Closing Date:	Posted until positions are filled

Position Duties:

THIS ANNOUNCEMENT WILL BE USED TO FILL A NUMBER OF POSITIONS IN DIFFERENT LOCATIONS NATIONWIDE.

Out-of-State Auditors needed by the Georgia Department of Revenue to work from home for positions based in or around Baltimore, San Diego, Cleveland/Cincinnati, Connecticut, Trenton, Dallas/Houston, Chicago, Detroit, San Francisco, Indianapolis, and Austin/San Antonio. Salary range is from \$60,000 to \$80,000 depending on experience.

We are seeking experienced Tax Auditors to perform state and local tax audits specializing in sales and use tax, corporate income tax, and other tax types throughout and around their home state. Additionally, tax auditors may perform corporate AUP reviews.

Job Title: PS: Auditor/Examiner (AL); Job Code: 41435; Pay Grade: 19; Position Status: Unclassified

Entry Qualifications:

Bachelors degree in business administration or a related field AND Two years of related experience (professional accounting experience in the private industry, public accounting, or government sector with an emphasis on conducting or representing taxpayers in state tax audits)

OR One year of experience at the lower level or equivalent position (PS: Auditor/Examiner (WL) with GA Department of Revenue)

OR Five years of experience in a related area (professional accounting experience in the private industry, public accounting, or government sector with an emphasis on conducting or representing taxpayers in state tax audits)

OR Masters degree in business administration or a related field AND One year of related experience (professional accounting experience in the private industry, public accounting, or government sector with an emphasis on conducting or representing taxpayers in state tax audits)

POSITION SPECIFIC QUALIFICATIONS: Candidates must have three (3) years of professional accounting experience in the private industry, public accounting, or government sector with an emphasis on conducting state tax audits or representing taxpayers in them. This position requires a Bachelor's degree in Business Administration or a closely related field with a minimum of twelve (12) semester hours in Accounting. Candidates must have knowledge of tax assessment protests, the Streamlined Sales Tax Act, tax exemptions, corporate tax audit procedure, and the tax penalty waiver process. Applicants who have obtained an advanced degree, CMI, or CPA designation may receive priority consideration.

<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Accountability • Judgment and Decision Making • Customer Service • Teamwork and Cooperation • Results Orientation • Knowledge of the procedure to protest a tax assessment. • Knowledge of the Streamlined Sales Tax Act. • Knowledge of tax exemptions. • Knowledge of corporate tax audit procedures. • Knowledge of the tax penalty waiver process. • A thorough understanding of the implementation of Georgia tax law. • A Master's degree in Business Administration, preferably accounting. • A CMI or CPA designation. • The ability to work beyond an 8 hour day when necessary. • Completion of training on a variety of tax topics. • Work experience with this Department, Division, and/or unit.
<p>How to Apply:</p> <p>This announcement is open to the Public. <u>Applicants must apply by emailing a cover letter and resume to Jobs@dor.ga.gov with "Out-of-State Auditor" in the subject line.</u> Please specifically list any accounting classes you have passed in your resume. This announcement will remain open until the positions are filled or a sufficient number of candidates are under consideration. For more information on employment and benefits with the Georgia Department of Revenue, visit our website at www.etax.dor.ga.gov. Due to the large volume of applications received by this office, only applicants selected for interview will be notified for final applicant selection. If you need an accommodation due to disability for any part of the employment process, please contact Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).</p>